_____
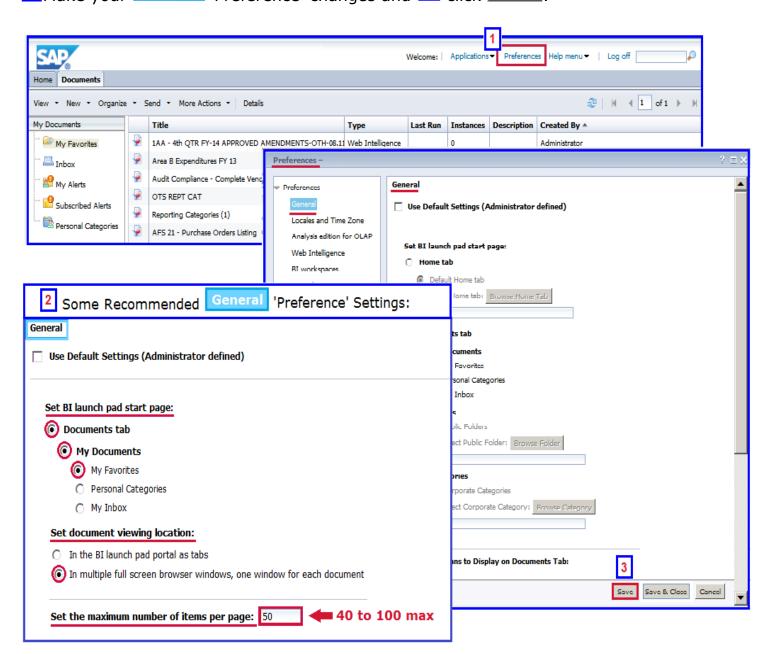
The `General` and the `Web Intelligence` preference settings are the most significant for users.

To set them, `1` click `Preferences`. The `Preferences` window will be displayed and the `General` panel will be open.

`2` Make your `General` 'Preference' changes and `3` click `Save`.

_____

[4] Click **Web Intelligence** in the 'Preferences' panel on the left. The **Web Intelligence** panel will display on the right. [5] Make your preference changes and [6] click **Save & Close**

Preferences –

- Preferences
    - General
    - Locales and Time Zone
    - Analysis edition for OLAP
    - [4] Web Intelligence
    - BI workspaces
    - Crystal Reports

Web Intelligence

View

○ HTML (no download required)
○ Applet (download required)
○ PDF

Modify (creating, editing and analyzing documents):
This is also the interface launched from the Go To list or My Applications shortcut.
○ HTML (no download required)

[5] Recommended **Web Intelligence** 'Preference' Settings:

Web Intelligence

View

⦿ HTML (no download required)
○ Applet (download required)
○ PDF

Modify (creating, editing and analyzing documents):
This is also the interface launched from the Go To list or My Applications shortcut.
○ HTML (no download required)
⦿ Applet (download required)

Select a default universe:

No default universe   Browse ...

Setting a default universe may be useful for users who usually create reports from the same universe.

[6] Save | Save & Close | Cancel